



KARACHI DEVELOPMENT AUTHORITY

LAND MANAGEMENT

1

APPLICATION FORM

DIARY NO. _____

DATE _____

Pre-Lease Transfer by Joint Declaration

Category/Plot No./Quarter No./Block/Sector

Scheme/Township

Nature of Plot

Size of Plot/Quarter

Name of Seller

Name of Purchaser

(THIS FILE COVER MUST BE PRESENTED ALONG WITH APPLICATION AND ENCLOSURES)

DETAILS OF PAYMENTS TO KDA

S.P.S.

(to be filled in by applicant)

S.No.	Challan No.	Printed Ch./Rpt/No.	Date of Payment	Occupancy Value	Ground Rent	Surcharge	NUF	Other Charges	Total Amount Paid
1	2	3	4	5	6	7	8	9	10
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
Total									

I/We certify that the above amounts have been paid against the plot/quarter and hold all valid ORIGINAL Challans which shall be produced if so required by KDA.

Dated _____

Signature of Transferor/Seller

Signature of Transferee/Purchaser

FOR OFFICE USE ONLY

The above payments have been verified from Roneodex Card/other record & seems to be correct. Challan No. _____ Dated _____ for Rs. _____ on account of the following dues has been prepared subject to the "errors & omissions excepted" and subject to the condition the holder of this challan does not confer any right / title over the plot/quarter unless allotment/transfer/mutation order is valid:

1. Occupancy value _____ Rs. _____
2. Ground rent upto _____ Rs. _____
3. Surcharge on late payment _____ Rs. _____
4. Non-utilization fee upto _____ Rs. _____
5. Transfer/Mutation fee _____ Rs. _____
6. Fee for certified true copies of _____ Rs. _____
7. Misc. _____ Rs. _____

Total Rs. _____

Rupees (in words) _____



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APPLICATION FORM

Pre-Lease Transfer by Joint Declaration

Category/Plot No./Quarter No./Block/Sector	Allotment Order No. & Date
Scheme/Township	Possession Order No. & Date
Nature of Plot Residential/Commercial/Industrial/Flat Site	Date of Physical Possession
Size of Plot/Quarter	No. & dt of last transfer order
Name of Seller	Whether constructed or Open
Name of Purchaser	If Constructed, date of completion

JOINT DECLARATION FOR PRE-LEASE TRANSFER OF PLOT/QUARTER

WHEREAS I/we:

FIRST PARTY

Name	Father's/Husband Name	Address	Status
1. _____			Alottee/Transferee
2. _____			Alottee/Transferee
_____			Alottee/Transferee
Through Attorney/sub Attorney (if any)			
1. _____			

hereinafter referred to as Party of the First Part, which expression shall wherever the context so permits mean and include his/her successors, administrators, executors and assignees AND

WHEREAS I/we:

SECOND PARTY

Name	Father's/Husband Name	Address	Status
1. _____			Alottee/Transferee
2. _____			Alottee/Transferee
_____			Alottee/Transferee
Through Attorney/sub Attorney (if any)			
1. _____			

hereinafter referred to as party of the second part, which expression shall wherever the context so permits means and include his/her heirs, successors executors administrators, and assigns witnesseth as under:-

- That the first party is in absolute and legal possession of the property mentioned above.
 - That the first party has made an agreement with the second party on _____ to sell the property referred to above to the second party and has finalized the transaction in all respect, and after receipt of full consideration, the first party has handed over the peaceful possession of the Property and its all connected Original/documents of title to the second party.
 - That the first party has surrendered/relinquished all its rights, lien and interest in the property referred to above, to the second party and requests the KDA, to transfer the same to the second party.
 - That the first party undertakes to attend the office of KDA, at any time if so required to get the transfer of the plot effected in the name of second party and that in future undertakes to clarify the position even after the transfer of the property if so required.
 - That the second party accepts the transfer of the property in his/her name(s) on the basis of as it is and where it is, and on the terms and conditions on which the original allotment was made or prescribed by the KDA, at any later stage.
 - The second party admits of having received the peaceful possession of the property and the documents of title in original, from an authorised and Genuine person, and in case of any fraud/forgery, is detected in the transfer of the property, the second party shall hold the entire responsibility and in that event the KDA, shall be at liberty to cancel the transfer order summarily.
- The first party and the second party have joined their hands this _____ day of _____ and agreed to submit this Declaration to KDA, for affecting the transfer of property in question.

FIRST PARTY 1. _____
2. _____
3. _____

SECOND PARTY 1. _____
2. _____
3. _____

Date _____



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APPLICATION FORM

Pre-Lease Transfer by Joint Declaration

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Name	Father's/Husband Name	Address	Status
1. _____			Alottee/Transferee
2. _____			Alottee/Transferee
_____			Alottee/Transferee
Through Attorney/sub Attorney (if any)			
1. _____			

hereinafter referred to as Party of the First Part, which expression shall wherever the context so permits mean and include his/her successors, administrators, executors and assignees AND

WHEREAS I/we:

SECOND PARTY

Name	Father's/Husband Name	Address	Status
1. _____			Alottee/Transferee
2. _____			Alottee/Transferee
_____			Alottee/Transferee
Through Attorney/sub Attorney (if any)			
1. _____			

hereinafter referred to as party of the second part, which expression shall wherever the context so permits means and include his/her heirs, successors executors administrators, and assigns witnesseth as under:-

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 - That the first party has made an agreement with the second party on _____ to sell the property referred to above to the second party and has finalized the transaction in all respect, and after receipt of full consideration, the first party has handed over the peaceful possession of the Property and its all connected Original/documents of title to the second party.
 - That the first party has surrendered/relinquished all its rights, lien and interest in the property referred to above, to the second party and requests the KDA, to transfer the same to the second party.
 - That the first party undertakes to attend the office of KDA, at any time if so required to get the transfer of the plot effected in the name of second party and that in future undertakes to clarify the position even after the transfer of the property if so required.
 - That the second party accepts the transfer of the property in his/her name(s) on the basis of as it is and where it is, and on the terms and conditions on which the original allotment was made or prescribed by the KDA, at any later stage.
 - The second party admits of having received the peaceful possession of the property and the documents of title in original, from an authorised and Genuine person, and in case of any fraud/forgery, is detected in the transfer of the property, the second party shall hold the entire responsibility and in that event the KDA, shall be at liberty to cancel the transfer order summarily.
- The first party and the second party have joined their hands this _____ day of _____ and agreed to submit this Declaration to KDA, for affecting the transfer of property in question.

FIRST PARTY 1. _____
2. _____
3. _____

SECOND PARTY 1. _____
2. _____
3. _____

Date _____

**PUBLIC NOTICE FOR
TRANSFER OF PLOT**

SPECIMEN 'A'

I/we, _____ S/o, D/o, W/o, Wd/o. _____
residing at _____ Karachi, have contracted to purchase/applied for transfer of plot/quarter
No./Sub plot No. _____ Block No./Sector. _____ Measuring _____ sq. Yds. in Scheme No./Township _____
Namely _____ KDA Karachi from Mr/Miss/Mrs/Mst _____ S/o, D/o, W/o, Wd/o. _____
Resident of _____ Through his/her/their duly constituted Attorney Mr./Miss/Mrs./Mst. _____
S/o, D/o, W/o, Wd/o _____ Residing at _____ Any Person having any claim, right, title, lien or any
objection whatsoever, should notify the same to the concerned Asstt. Director of the Scheme/Township _____ (KDA),
3rd Floor, Civic Center, Gulshan-e-Iqbal, Karachi alongwith documentry proof/evidence under Regd. A/D cover within seven days from the date of
publication of this notice failing which any claim, lien, or objection if any shall be deemed to have been waived and the transfer of the said property
shall be completed.

ON NON JUDICIAL STAMP PAPER OF Rs. 500/-

SPECIMEN 'B'

INDEMNITY BOND FROM SELLER/TRANSFEROR

I/we, _____ S/o, D/o, W/o, Wd/o. _____
Residing at _____ holding Computerized National Identity Card No. _____ do hereby solemnly affirm and
undertake as under:-

1. That I/we, am/are seized, possessed of and am otherwise well and sufficiently entitled to all that plot of land bearing No. _____
Block/Sector _____ measuring _____ sq. Yds. or thereabout at KDA, Scheme No/Township namely _____
2. I/we have agreed to sell/have already sold my our afore mentioned plot of land to Mr.Miss/Mrs/Mst. _____
S/o, D/o, W/o, Wd/o. _____ Adult, resident of _____
3. That I/we, am/are fully responsible of my/our signatures on the Joint Transfer Declaration as seller of the said plot/quarter & other documents
of title in connection with the above plot/quarter.
4. That I/we have not sold/given this plot or entered into an agreement to dispose of the plot/quarter to anybody else, prior to this transaction.
That prior to this transaction, I/we had entered into a Sale Agreement with _____ but it was not finalized
and the matter has been amicably decided.
5. That I/we, hereby undertake to indemnify the KDA, against all losses or damages if any that may be occasioned by the transfer/mutation
of the said plot/quarter in favour of _____ due to mis-statement concealment of facts, or any other defect in title.
6. That I/we, further agree to abide by all the Rules & Regulations of the KDA, In witness whereof I/we have hereunto set and subscribed
my hands at Karachi this _____ day of _____ 20____
7. That I/we, have neither remained MPA, MNA or Senator nor am/are dependant on ex-MPA, MNA or Senator.

WITNESSES:-Name Full Address & C.N.I.C. No.

- 1) _____
- 2) _____

**EXECUTANT
SIGNED BEFORE ME
AND THE SIGNATURES ARE ATTESTED**

NOTARY PUBLIC

SPECIMEN 'C'

INDEMNITY BOND FROM PURCHASER/TRANSFEEE

ON NON JUDICIAL STAMP PAPER OF Rs. 500/=

I/we, _____ S/o, D/o, W/o, Wd/o. _____ Residing at _____
holding Computerized National Identity Card No. _____ do hereby solemnly affirm and undertakes as under:-

- 1) That I/we, have purchased/obtained from Mr./Mrs/Mst. _____ S/o, D/o, W/o, Wd/o. _____ resident of _____
Plot /quarter No. _____ Block/Sector _____ Measuring _____ sq. Yds. in Scheme/Township _____
namely _____
- 2) That I/we, hereby undertake to indemnify the KDA, against all losses or damages if any that may be occasioned to the Authority by
the transfer/mutation of the aforementioned plot/quarter in my/our favour of _____
- 3) That I/we, further agree to abide by all the Rules & Regulations of the KDA, which are presently inforce or those to be enforced in future
IN WITNESSES WHEREOF I/we, have hereunto set and subscribed my hands at Karachi this _____ day of _____ 20____

WITNESSES:-Name Full Address & CNIC No.

- 1) _____
- 2) _____

**EXECUTANT
SIGNED BEFORE ME
AND THE SIGNATURES ARE ATTESTED**

NOTARY PUBLIC

